



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

December 20, 2010

TO: Agency Budget Officers

FROM: Candace Espeseth, Assistant Director
Budget Division

**SUBJECT: ALLOTMENT INSTRUCTIONS FOR SUPPLEMENTAL OPERATING
BUDGET ENACTED ON DECEMBER 11, 2010 (House Bill 3225, codified
as Chapter 1, Laws of 2010, 2nd Special Session)**

Supplemental budget allotments to reflect the changes contained in House Bill 3225 are due to the Office of Financial Management (OFM) no later than **January 7, 2011**. This will allow sufficient time for OFM analysts to review allotment packets and communicate any necessary changes before the December fiscal month close on January 14.

For your allotment submittal:

Use a purpose type **Operating 1st Supplemental packet labeled HB 3225-2010 Supplemental Early Savings** to reflect agency-specific expenditure, revenue, cash receipts, and cash disbursement changes related to the supplemental operating budget.

The Expenditure Authority Schedules for the supplemental operating are available through the Enterprise Reporting System. Under "Expenditure Authority Reports," the "Incremental Expenditure Authority Schedule" (EAS 011) displays the appropriation revisions contained in HB 3225. These are the amounts to include in your supplemental budget allotment packet.

Please note that Executive Order 10-04, requiring across-the-board allotment reductions for General Fund-State expenditures, is still in effect, so those amounts must remain in reserve.

If you have any questions or concerns, contact your assigned OFM budget analyst.